

Canyon Creek Homeowners' Association
Regular Meeting of the Board of Directors
Monday, July 12, 2021, at 6:30 PM
Via Zoom

Minutes

1. Call to Order

The meeting was called to order at 6:33 p.m.

2. Roll Call

The following board members were present: Brett Funderburg, Dave Marshall, Mark Weaver, Russ Jakala, Robert Canik, and Poornima Siddapur.

Elizabeth Schoen with Spectrum Association Management was also present.

3. Establishment of Quorum

The board members present constituted quorum.

4. Homeowner Open Forum

- a. Homeowners may address the board on any topic for up to 3 minutes.

5. Approval of Meeting Minutes – (May 10, 2020)

The minutes were reviewed by the Board of Directors. Robert Canik made a motion to approve the minutes from the board meeting held on May 10, 2021. Mark Weaver seconded and the motion carried unanimously.

6. Manager Report

a. Operating Financial Review

Elizabeth with SpectrumAM provided an overview of the association's operating funds, reserve funds, and current assets. Brett had questions regarding the "Payable to Operating" amount on the balance sheet. Elizabeth will provide an update after verifying with accounting. Reserve expenses are slightly over budget due to matters related to the freeze.

Additionally, the board would like to monitor the water bills during the summer months to ensure there are no major increases.

b. Legislative Update (Brief Overview)

Elizabeth provided an update and brief overview of the Texas Legislative changes that are already in effect and will take effect beginning September 1st.

7. Committee Reports

a. ARC

i. Summary

51 Submittals. 6 were declined. Response time is down to three days. Can we post something on the website that reminds homeowners to submit an ACC request to help alleviate homeowners submitting ARC requests retroactively.

ii. Guidelines updates per new legislation (pending)

Dave Marshall will be resigning from the ACC. Brett explained he is currently working on updating information to come into compliance. Brett has not received those documents yet, but attorney is working on it.

b. Traffic & Pedestrian Safety

No Update.

c. Government Outreach

No Update.

d. Community Events

i. *Back to School Pool Party*

Poornima expressed the bike event for Fourth of July went great and it was a wonderful turn out. They are looking to hold a Back-to-School event in the next few weeks. Poornima also expressed they could potentially have a sponsor. They also are using HelloNabr to assist with this event. She is looking to hold one other event in November which would be a holiday party.

8. Old Business

a. Neighborhood Median Improvements – Ongoing

They are doing their best to fix any damage that was created. Russ expressed he spoke to the project manager last week as he did not realize the scope of work this would involve. He assured Russ everything would be brought back to its normal state or better. Russ expressed concerned with the irrigation and the zone they're working on is not being irrigated as it needed to be turned off. The next day the vendor capped off the zone they're working on so they can still turn the zone on and irrigate the area not under construction.

b. Dumpster Enclosure – Awaiting ETA from Unruh Services

The dumpster is scheduled to be completed by the end of the week.

c. Winter storm cleanup

i. Insurance claim status on completed work

The adjuster is waiting on an itemized invoice for the tree trimming that was completed. Elizabeth has requested this from Yellowstone. Once received, she will submit to the adjuster for payout.

ii. Tree survey (Russ) – amending claim for new work

There are lots of items that will need to be removed and replaced. Russ would like to know if this can still be claimed under their insurance. Elizabeth will contact the insurance agency to see if they can still submit invoices for damages from the freeze.

Brett expressed the easement area needs to be mowed. Russ will follow up.

9. New Business

a. Insurance Renewal Preparation

i. Review and approve updated insurance statement of values

Brett provided an excel document to the board with updated values for various items on the insurance renewal. Brett made a motion to approve the statement of values presented and Russ seconded. The motion carried unanimously.

Elizabeth will provide new Statement of Values to the insurance company.

b. Swim Team

i. Consider budget neutral funding as community event

The swim team was operating under the HOA's office but had to go and set themselves up as a nonprofit cooperation. Since lifeguards are budgeted during the same time there is swim team, Dave is proposing they allow the lifeguard to continue to provide services during that time on behalf of the association as a donation to the swim team. Dave anticipates this will be an ongoing thing moving forward, but that is undetermined at this time.

ii. Consider additional insurance expense

Their insurance expense is going to be about \$400.00. Dave is also proposing the HOA donate money to pay for the insurance and request the swim team pay for it moving forward or plan to budget for this expense in the future.

A motion was made by Dave to fund the lifeguards and fund the insurance this year for the swim team. Brett seconded. The motion carried unanimously.

c. Action plan re: new legislative initiatives

Brett stated there will be some actions items coming out of the package received from Cagle Pugh. A process will be established for bidding contracts over \$50K. For \$1500.00 there was a complete package that fills in all the gaps for the compliance issues with the legislative changes. For ARC, Brett will include the ARC as needed for items related to the ARC. Brett will also be working with Cagle for amendment changes and filing with the County, etc.

- i. Develop RFP / contract procurement policy and template for contracts > \$50,000
 1. * Address emergencies;
 2. * Recurrent contracts
 3. * Variable cost contracts
- ii. ARC update design guidelines to include specifications for front yard fences (Sec. 202.023), swimming pool fences, religious symbol display (Tx Prop Code 202.018),
- iii. Working with Cagle Pugh on amendments and policy changes for filing with county

d. 2022 Budget

i. Prep starts now - call for capex projects

Brett requested that board members begin thinking about cap projects for 2022. There are no cap projects mandated by the reserve study for 2022.

ii. Proposed Budget to be presented for ratification at September Meeting

Brett will be drafting the operating budget and cap budget. Elizabeth will provide Brett with updated contract information, etc. This will be reviewed/approved in the September meeting.

e. Consider draft Canyon Creek Rules document

Brett previously circulated in draft form a document to the board. It's from the deed restrictions. Brett discussed several items this document includes. Brett is proposing that all of these items are rolled into the Canyon Creek Pool document. Dave requested this be opened up to the ARC so they can review these items. Brett expressed if there are no objections, he would like to circulate this document to the ARC and to the homeowners to review and provide feedback. Brett asked for the board to review so the board can send to the ARC by the end of the week and the membership next week.

f. Consider need for consolidated Canyon Creek Policies document

Brett would like to have a consolidated policies document for Canyon Creek so there are not several documents with several policies having to be reviewed. Brett will take a pin at a first draft of the policies document. Dave would like to review this some more. Dave asked to create a google share so the board can work collectively on this.

g. Summary of Security Audit

The board met with Spectrum last Wednesday and discussed some access concerns. There were about six bullet points discussed. The board is currently waiting on Spectrum to provide feedback. The board will review this further once Spectrum provides an update.

10. Executive Session (if needed)- Executive session was called to order at 8:05 p.m.

Aging Report:

Brett made a motion to send any eligible homeowner currently listed at a level 5 to escalate to the attorney for further collections. Dave seconded. The motion carried unanimously. Four accounts were approved their 209 and escalation to the attorney.

11. Adjournment

With no further business to conduct, Mark made a motion to adjourn the meeting at 8:22 p.m. Brett seconded, and the meeting was adjourned.